

3-4-1922

Board of Trustees Meeting Minutes 1922-03-04

Bowling Green State University

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Proceedings, Trustees Bowling Green Normal College

February 16, 1922 192

March 4, 1922

431	C. C. Birchard & Co.	C-8	10.44
432	Atlantic & Pacific Tea Co.	C-8	.50
433	The Blade Printing & Paper Co.	C-8	1.46
433	The Blade Printing & Paper Co.	E-1	3.02
434	McManus Troup Co.	E-1	1.33
435	A. G. Spalding & Bros.	C-8	9.07
436	Henry Heil Chemical Co.	E-8	13.62
437	A. J. Nystrom & Co.	E-8	13.87
407	Ohio State Reformatory	E-8	80.25
438	The Crowell Publishing Co.	E-8	8.55
439	Clinton M. West	F-1	12.75
440	Keller Truck Line	F-5	5.66
441	Irene M. Steele	F-6	20.42
442	O. P. Clutts	F-6	15.29
443	Fred Medart Mfg. Co.	F-9	24.30
444	Fred Medart Mfg. Co.	G-3 Trg.Sch.Equip.	119.72

Appropriation 1918-19, H. B. #584

445	Campbell & Collier	E-9	86.00
446	Fred Medart Mfg. Co.	G-31 Piping Con.	122.75
447	Birkmayr-Rodemich Showel Co.	G-3 Trg.Sch.Equip.	319.05

Appropriation 1920-21, H. B. #536

448	Jones Bros.	C-3	271.44
449	Lion Dry Goods Co. (H.B.762)	G-2 Completing Trg. Sch.Bldg.	706.28
446a	Ohio State Reformatory	F-9	375.00

Appropriation 1921-22

450	Jones Bros.	C-3	1103.30
451	The Dobson Evans Co.	C-8	3.05
452	C. W. McColley & Sons	C-8	3.00
453	The Buckeye Dairy Co.	C-8	1.40
454	Maas Bros.	C-8	81.33
455	Industrial Book & Equip. Co.	E-8	4.94
456	F. Olnhausen	E-8	4.50
457	Cranes Music Store	E-8	2.05
458	Gus Goebel	F-1	1.50
459	Remington Typewriter Co.	F-1	.35
460	J. G. Crabbe, Sec.Treas.	F-9	8.00
461	Campbell & Collier	F-9	71.65
462	The Macmillan Co.	G-3 Library	4.11
463	University of Chicago Press	G-3 "	2.78
464	J. E. Collins	F-6	50.04
465	Joseph L. Skeldon Eng. Co.	G-31 Boiler	3710.80

There being no further business, the Board adjourned to meet on the call of the President.

ATTEST:

Sec'y.

Pres.

Bowling Green, Ohio, March 4, 1922

The Board of Trustees of the Bowling Green State Normal College met at 1:00 P. M. in its office in the Administration building on the above date. The members present were Pres. J. E. Shatzel, Vice Pres. J. E. Collins, Sec. Dr. H. J. Johnston, and D. C. Brown. Dr. Williams, President of the College, was also present. Treas. E. H. Ganz was unavoidably absent.

The minutes of the meeting of February 16th were read and approved.

Dr. Williams read the following letter in accordance with instructions from the Board to Robert S. Harsh, State Architect and Engineer, which was ordered made a part of the record and reads as follows:

February 17, 1922

Hon. Robert S. Harsh
State Architect & Engineer
Columbus, O.

Dear Sir:

At a meeting of our Board of Trustees held on February 16, 1922, I was instructed to return, in accordance with your request of the 4th instant, the four copies of a contract between Leon C. Herrick, Director, Department of Highways and Public Works and the firm of Langdon, Hohly & Gram, Architects, Toledo, which you sent us on December 30th, 1921.

With reference to the acceptability to our Board of the firm of S. P. Stewart & Son as Architects for the new dormitory, I may say that in our efforts to economize time in the construction of this much needed addition to our plant, our Board adopted a resolution on July 13, 1921, as follows:

Moved by Brown and seconded by Johnston,
that Stewart & Son be selected as Architect for
the new Dormitory for Women and that they procure
the assistance of R. J. Merriam, if possible, in

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436	Henry Heil Chemical Co.	E-8	13.62
437	A. J. Nystrom & Co.	E-8	13.87
407	Ohio State Reformatory	E-8	80.25
438	The Crowell Publishing Co.	E-8	8.55
439	Clinton M. West	F-1	12.75
440	Keller Truck Line	F-5	5.66
441	Irene M. Steele	F-6	20.42
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454	Maas Bros.	C-8	81.33
455	Industrial Book & Equip. Co.	E-8	4.94
456	F. Olnhausen	E-8	4.50
457	Cranes Music Store	E-8	2.05
458	Gus Goebel	F-1	1.50
459	Remington Typewriter Co.	F-1	.35
460	J. G. Crabbe, Sec.Treas.	F-9	8.00
461	Campbell & Collier	F-9	71.65
462	The Macmillan Co.	G-3 Library	4.11
463	University of Chicago Press	G-3 "	2.78
464	J. E. Collins	F-6	50.04
465	Joseph L. Skeldon Eng. Co.	G-31 Boiler	3710.80

There being no further business, the Board adjourned to meet on the call of the President.

ATTEST:

Sec'y.

Pres.

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The Board of Trustees of the Bowling Green State Normal College met at 1:00 P. M. in its office in the Administration building on the above date. The members present were Pres. J. E. Shatzel, Vice Pres. J. E. Collins, Sec. Dr. H. J. Johnston, and D. C. Brown. Dr. Williams, President of the College, was also present. Treas. E. H. Ganz was unavoidably absent.

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State Architect & Engineer
Columbus, O.

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Moved by Brown and seconded by Johnston,
that Stewart & Son be selected as Architect for
the new Dormitory for Women and that they procure
the assistance of R. J. Merriam, if possible, in

MC MANUS-TROUP CO., TOLEDO, O. 23669

drawing the plans, provided a satisfactory agreement can be reached between said parties with respect to terms of employment, and provided further that the Board has legal authority to make such contract. Voting aye: Shatzel, Johnston, Ganz, Brown. Motion carried.

On behalf of the Board, I wish to assure you that the resolution expresses the wishes of the Board and carries with it the endorsement of said firm for the work contemplated, and that it is the desire of the Board that a contract be entered into at the earliest date possible with said S. P. Stewart & Son as per above action of the Board. I wish to say also that the Board is advised that Mr. Stewart will come to your office to sign contract on any date which you may name.

Very truly yours

H. B. Williams

Dr. Williams presented and read a letter from Robert S. Harsh, State Architect and Engineer, which was ordered made a part of the minutes and reads as follows:

STATE OF OHIO

DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS

Leon C. Herrick, Director

COLUMBUS

Division of
PUBLIC LANDS AND BUILDINGS
Robert S. Harsh
State Architect and Engineer

Feb. 24, 1922

Dr. H. B. Williams, Pres.,
Bowling Green State Normal College,
Bowling Green, O.

Dear Sir:

Enclosed please find contract between S. P. Stewart & Son and the State of Ohio for Dormitory for Women at Bowling Green State Normal College.

Please have all four copies signed by the Board of Trustees and return to this office as soon as possible.

Yours very truly,

ROBERT S. HARSH,

State Architect and Engineer

Dr. Williams presented contract in quadruplicate prepared by the Attorney General between Leon C. Herrick, Director of Highways and Public Works of Ohio, and S. P. Stewart & Son, Architects, for action of the Board. Moved by Brown and seconded by Collins that the Board approve said contract and a copy of same be entered in full upon the records of the Board after it is approved by the Attorney General, and that Dr. Williams be directed to forward the contracts to Robert S. Harsh, State Architect and Engineer.

CONTRACT

WHEREAS, the General Assembly has made an appropriation for an improvement at Bowling Green State Normal College as shown by the following item: A Dormitory for Women - as appropriated in House Bill #301, (1090L470) Additions and Betterments, G-2 Buildings, \$150,000.00.

WHEREAS, the Board of Trustees (by letter of February 17, 1922) having charge of said institution desires to proceed with said improvement, and has requested the Department of Highways and Public Works, to prepare plans and estimates therefor, and

WHEREAS, said Department of Highways and Public Works, in the carrying out of said improvement, is desirous of engaging the services of the Architect hereinafter named:

NOW, THEREFORE, this agreement made this 23rd day of February A. D. 1922, by and between the State of Ohio, of the one part, acting by its Department of Highways and Public Works, and S. P. Stewart & Son hereinafter referred to as Architect of the other part,

WITNESSETH: The State of Ohio does, under the conditions named below, hereby employ the Architect for the rendition to it, under the direction, subject to the orders and to the satisfaction of the Department of Highways and Public Works of the following services with respect to said improvement, to-wit:

I.

- (1) To prepare plans, specifications, (bills of material) and estimates of cost.
- (2) To superintend the construction of said improvement.
- (3) To inspect the materials going into said improvement previous to their incorporation into the same.

The preparation of plans shall consist of first preparing and submitting to the Department of Highways and Public Works of preliminary studies consisting of drawings, such as ground floor plans and elevation or perspective view of exterior necessary to illustrate the general scheme of the improvement before making general working drawings, which preliminary studies shall be accompanied by a general approximate estimate of the cost. Thereafter, upon receiving an order to do so from the Department of Highways and Public Works, the Architect shall prepare full and accurate plans, suitable for the use of mechanics and other builders in the making of the improvement above named; details to scale and full sized, so drawn and represented as to be easily understood; accurate bills showing the exact quantities of different kinds of materials necessary to the making of said improvement; definite and complete specifications of the work to be performed, together with such directions as will enable a competent mechanic or other builder to carry them out and afford bidders all needful information; a full and accurate estimate of each item of expense and of the aggregate cost of the improvement; and such further data as may be required by the Department of Highways and Public Works. The Architect shall furnish the following number of plans and specifications: 12 sets 1 of which is to be on cloth for the Auditor of State's Office and additional blue prints of sketches and details as may be required.

The superintendence to be furnished by the Architect shall be held to mean daily and continuous superintendence either by the Architect himself or by a representative in his employ. Such representative shall at all times during the course of the improvement be subject to the approval of the Department of Highways and Public Works.

It shall be part of the duty of the Architect in preparing working plans to satisfy himself as to the topographic conditions and bearing values at the site of the improvement; and if surveys are necessary for that purpose, the Architect shall make such surveys, or have them made, at his own expense.

II.

All original drawings and specifications immediately upon completion by the Architect shall be the property of the State of Ohio, and upon request of the Department of Highways and Public Works shall be delivered to it. Said Department or any authorized representative thereof shall at all reasonable times have the right to inspect and examine such drawings and specifications or copies thereof when the same are in the possession or at the office of the Architect for working use.

III.

At the time of entering into the agreement with a contractor for the construction of said improvement or a part thereof, a reasonable period of time for the completion of the work shall be determined upon by the board or officer having control of the institution at which said improvement is to be made, and the Department of Highways and Public Works; and should the services of the Architect in superintending the work extend beyond the time so determined, the Architect will be compensated for his cost incurred by reason of such additional superintendence.

IV.

All services of the Architect are to be rendered to the best of his ability. If at any time in the judgment of the Director of Highways and Public Works, the services of the Architect are unsatisfactory, the State of Ohio, acting by said Director, or his successor, may terminate the services of the Architect allowing him such compensation, if any, as in the judgment of said Director, or his successor, may then be due such Architect.

The Director of Highways and Public Works may remove from the work any representative or superintendent of the Architect, when in the judgment of said Director such representative or superintendent is incompetent or is not rendering satisfactory service.

V.

It is understood that any contract or contracts entered into by the State of Ohio or the board or officer having control of the institution above named, for said improvement work above named, shall specify that the Architect or Engineer in charge is the Department of Highways and Public Works, and the final determination of any and all questions arising with respect to the definition and construction of the meaning and intent of the drawings, specifications and terms of the contract shall rest with the Department of Highways and Public Works.

VI.

The State of Ohio agrees to pay the Architect as full compensation for his services as aforesaid, and any and all expenses incurred by said Architect in performing said services, an amount equal to 5-93/100 per cent of the amount paid out by the State of Ohio under and on account of contracts entered into by the State for the construction of said improvement. When labor or material is furnished by the State of Ohio, the actual cost to the State of Ohio shall be taken as the basis for computing the Architect's compensation. The Architect's compensation will be paid by requisitions issued in his favor by the Department of Highways and Public Works upon the board or officer having control of the institution at which the improvement is made, and such compensation shall become due and payable in the following order: 1-43/100 per cent when the preliminary plans have been completed and approved by the Department of Highways and Public Works and the board or officer having charge of the institution at which the improvement is to be made; a further 2 per cent when plans, specifications, (bills of material) and estimates of cost have been completed in readiness for contractors, and accepted and approved by the Department of Highways and Public Works, and the board or officer having control of the institution at which the improvement is to be made; and a further 2½ per cent in installments as the work progresses, based on payments made to contractors. Such payments shall be based in the first instance on the estimated cost, and are to be treated as installment payments on the entire fee based upon the actual cost.

In case of abandonment or suspension of the improvements, the Architect will be allowed as compensation for partial services such amount as may in the judgment of the Department of Highways and Public Works, and its Director, be proper. For alterations and additions after general working plans and specifications have been approved and accepted by the Department of Highways and Public Works and the board or officer having charge of the institution at which the improvement is to be made, an additional payment will be made to the Architect in such sum as may in the judgment of the Department of Highways and Public Works, and its Director, be proper.

MC MANUS-THOMP CO., TOLEDO, O. 22669

In Witness Whereof, the parties hereto have hereunto set their hands on the day and year first above mentioned, the State of Ohio signing and sealing these presents by its Department of Highways and Public Works and the Director thereof.

THE STATE OF OHIO

DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS,

By LEON C. HERRICK Director

S. P. STEWART & SON
By B. A. STEWART Architect

APPROVAL BY BOARD, DEPARTMENT OR OFFICER HAVING
CHARGE OF INSTITUTION

Bowling Green, O. Mch. 4, 1922

The above contract by and between the State of Ohio and S. P. Stewart & Son Architect is hereby approved by The Board of Trustees of the Bowling Green State Normal College

D. C. BROWN

J. E. SHATZEL Pres.

J. E. COLLINS Vice-Pres.

H. J. JOHNSTON, Sec'y.

APPROVAL BY ATTORNEY GENERAL

The above contract between the State of Ohio and S. P. Stewart & Son Architect is hereby approved this 13th day of March, 1922

JOHN G. PRICE
Attorney General

Dr. Williams presented the following receipt from the Auditor of State which was ordered made a part of the record and reads as follows:

DEPARTMENT OF AUDITOR OF STATE

To the Treasurer of State:

Columbus, Ohio, Feb. 18, 1922, No. 2072

Bowling Green State Normal College will pay into the State Treasury

Funds as above noted
GENERAL REVENUE FUND \$1008.03

One Thousand Eight and - - - - - 03 Dollars

collected from sources detailed in the above account, which we have examined and found correct.

D. E. BAKER
Cashier

Dr. Williams presented and read the Annual Inspection Certificate issued by the Department of Industrial Relations, Division of Boiler Inspection, for the new boiler installed by the Skeldon Engineering Company in the Power House. Moved by Collins and seconded by Brown that the same be framed under glass and displayed in the boiler room of the Power House. Voting aye, Shatzel, Collins, Johnston, Brown. Motion carried.

Dr. Williams presented the following payrolls for action of the Board. Moved by Collins, seconded by Brown, that the payrolls be allowed and paid from funds provided for the same. Voting aye: Shatzel, Collins, Johnston, Brown.

March 15 -	H. B. Williams	President	1 mo.	458.33	449.44	8.89
	O. P. Clutts	Extension Instr.	"	305.55	296.66	8.89
	Irene Steele	" "	"	277.77	268.88	8.89
	G. W. Beattie	Instructor	"	361.11	352.22	8.89
	F. G. Beyermann	"	"	305.55	296.66	8.89
	C. J. Biery	"	"	350.00	341.11	8.89
	J. W. Carmichael	"	"	266.66	257.77	8.89
	D. J. Crowley	"	"	266.66	257.77	8.89
	Harriet S. Hayward	"	"	288.88	279.99	8.89
	Laura Heston	"	"	222.22	213.33	8.89
	W. P. Holt	"	"	350.00	341.11	8.89
	W. C. Hudson	"	"	266.66	257.77	8.89
	Herbert Kimmel	"	"	305.55	296.66	8.89
	C. C. Kohl	"	"	350.00	341.11	8.89
	Earl Krieger	"	19/20 mo.	222.22	202.66	8.45
	Rea McCain	"	1 mo.	277.77	268.88	8.89
	Merrill McEwen	"	"	177.77	170.66	7.11
	E. L. Moseley	"	"	333.33	324.44	8.89
	Caroline Nielsen	"	"	222.22	213.33	8.89
	J. R. Overman	"	"	361.11	352.22	8.89
	C. F. Reeb	"	"	305.55	296.66	8.89
	Maude Sharp	"	"	222.22	213.33	8.89
	R. M. Tunncliffe	"	"	322.22	313.33	8.89
	Maude Doane	Critic Teacher	"	188.88	181.32	7.56
	Katherine Kennedy	" "	"	188.88	181.32	7.56
	Alice Roth	" "	"	188.88	181.32	7.56
	Georgiana Sharp	" "	"	188.88	181.32	7.56
	Hortense Wade	" "	"	188.88	181.32	7.56
	Wilna Young	" "	"	188.88	181.32	7.56
	Ethyl Blum	Librarian	"	200.00	200.00	

Teachers' Retirement System			247.61
Total			8141.52
R.A. Sauer	Financial Clerk	1 mo.	186.66
Pearl Heiser	Clerk	"	100.00
Mrs. Wesley Adams	Stenographer	"	75.00
John Meyers	Janitor	"	104.16
W. E. Frost	"	"	91.66
Mrs. Wilda Martin	Janitress	"	60.00
A. C. Albaugh	Chief Engineer	"	125.00
Clarence Barr	Fireman	"	110.00
Emory Young	"	"	110.00
Michael Finkenbeiner	Grounds Laborer	"	100.00
Esther Russell	Extra Clerk	33 hrs. .25	8.25
Orpha Avery	"	33 " .25	8.25
Elizabeth Thomas	Stu.Asst. Office	14 " .20	2.80
Robert Spangler	"	8 " .20	1.60
Kenton Moore	"	5 " .20	1.00
Dallas March	"	3 " .20	.60
Harry Towers	"	8 " .20	1.60
Esther Russell	"	5 " .20	1.00
Thelma Heald	"	3½ " .20	.70
Virgie Rusher	"	8 " .20	1.60
Alverna Koch	"	12 " .20	2.40
Vera Seidner	"	20 " .20	4.00
LaRue Williams	"	20 " .20	4.00
Wanda Albaugh	Library	118 " .20	23.60
Ray Aldrich	"	43 " .20	8.60
Ferol Brinker	"	6 " .20	1.20
Carlene Cavett	"	14 " .20	2.80
Iscah Belle Dall	"	9 " .20	1.80
Lloyd Eberly	"	32 " .20	6.40
Nina Gladieux	"	69½ " .20	13.90
Helen Hobert	"	17 " .20	3.40
Glaris Hostetter	"	22 " .20	4.40
Gladys Risdien	"	12 " .20	2.40
Robert Spangler	"	53 " .20	10.60
Harry Towers	"	44 " .20	8.80
			\$1188.18

Dr. Williams presented the following claims and expenses accounts for action of the Board. Moved by Brown, seconded by Collins, that the claims and expense accounts be approved and paid, the fund designations to be made by Dr. Williams. Voting aye: Shatzel, Collins, Johnston, Brown.

Appropriation 1921-22

Voucher No.	Name of Payee	Appropriation	Amount
469	F. A. Keil Lumber Co.	C-8	4.32
468	Jones Bros.	C-3	1124.16
471	The Prang Co.	C-8	11.48
472	Ohio State Reformatory	C-8	8.94
473	English Bros. & Co.	C-8	12.60
474	A. Beesch & Co.	C-8	4.12
475	The Dobson-Evans Co.	C-8	9.12
476	A. L. Roberts	C-8	1.00
477	Milton Bradley Co.	C-8	7.76
477a	A. Froney & Co.	C-8	13.90
478	Campbell Bros.	C-11	1.25
478a	Rohtert Water Purify.Co.	C-11	34.32
479	The Ft. Wayne Oil & Sup. Co.	C-11	7.41
479a	Hopper Hardware Co.(See E-9)	D-3	2.30
480	Ind. Book & Equipment Co.	E-8	1.95
481	The Dobson-Evans Co.	E-8	21.04
481	The Dobson-Evans Co.	C-8	21.22
482	McKnight & McKnight	E-8	15.09
483	Carl Fischer	E-8	2.42
484	U. S. Geological Survey	E-8	1.50
485	The Macmillan Co.	E-8	93.96
479a	Hopper Hardware Co.(See D-3)	E-9	4.35
486	Wiggins Plumbing Co.	E-9	.36
488	The City Water Co.	F-3	83.80
489	Ohio Northern Pub. Service Co.	F-4	159.44
490	Irene M. Steele	F-6	18.04
491	Irene M. Steele	F-6	43.70
492	O. P. Clutts	F-6	43.24
493	D. C. Brown	F-6	11.00
494	Geraldine Sweet, City Auditor	F-9	130.00
495	Harley Lambert	G-3 Trg.Sch.Equip.	71.09
496	H. W. Wilson Co.	G-3 Library	33.85
497	McManus Troup Co.	C-4	2.25
498	Jasmine Ink Corporation	C-4	2.00
499	McManus Troup Co.	C-4	3.20
500	Ohio State Reformatory	C-4	48.27
501	Cudahy Packing Co.	C-6	8.40
502	Blade Printing & Paper Co.	C-8	6.29
503	C. E. Lehmann	C-8	.94
504	A. J. Nystrom Co.	C-8	5.31
505	Perry Pictures Co.	C-8	6.00
506	W. M. Welch Mfg. Co.	C-8	16.50
487	Wood Co. Telephone Co.	F-7	8.05
507	Hanson & Van Winkle Co.	C-8	6.90
508	The Democrat Co.	C-8	4.60
509	Remien & Kuhnert Co.	C-8	19.15
509a	American Crayon Co.	C-8	48.28

Proceedings, Trustees Bowling Green Normal College

March 4, 1922

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April 22, 1922

MC MANUS-TROUP CO., TOLEDO, O. 22669

510	Blade Printing & Paper Co.	E-1	6.02
511	Toledo Stamp & Stencil Co.	E-1	15.00
512	Newson & Co.	E-8	7.23
513	Library Bureau	E-8	27.35
514	Gaylord Bros.	E-8	15.54
515	Funk & Wagnalls Co.	E-8	15.42
516	Clevenger's	E-8	1.85
517	Blade Printing & Paper Co.	E-8	7.13
518	The Dobson-Evans Co.	E-8	4.50
519	J. I. Holcomb Mfg. Co.	E-9	3.69
520	The Anchor Packing Co.	E-9	12.07
521	American Steam Pump Co.	E-9	35.76
522	Irene M. Steele	F-6	21.44
523	Irene M. Steele	F-6	21.13
524	O. P. Clutts	F-6	22.59
525	O. P. Clutts	F-6	21.69
526	Mrs. J. H. Wilkens	F-9	1.06
527	The Business Philosopher	G-3 Library	1.25
528	Brooklyn Entomological Soc.	G-3 "	3.11
529	University of Oregon	G-3 "	1.00
530	University of Chicago Press	G-3 "	21.45
531	Ginn & Co.	G-3 "	21.82
532	John B. Leeds	G-3 "	3.00
533	G. P. Putnam's Sons	G-3 "	2.15
534	G. P. Putnam's Sons	G-3 "	61.60
535	Rand McNally Co.	G-3 "	1.00
536	Chas. Scribner's Sons	G-3 "	50.37
537	Library Bureau	G-3 Ed. Equip.	64.93

Dr. Williams called the attention of the Board to the inter-collegiate debate between Ypsilanti State Normal College and Bowling Green State Normal College. He stated that it is the practice of the Normal College to arrange a debate each year with another institution and each institution sends its negative team to oppose the affirmative team at home. The question for debate this year was "Resolved, That the principle of the closed shop in American industry receive the support of public opinion". The following students constituted the Normal College teams.

Affirmative: John McDowell
Kenton Moore
Howard Ham
Doolen Bain, Alternate

Negative: C. D. Fox
Charles Richardson
R. J. Langstaff
Gladys Ridsen, Alternate

He also reported that both of the Normal College teams won and the vote of the judges in each case was unanimous.

There being no further business, the Board adjourned to meet at the call of the President.

ATTEST:

Sec'y

Pres.

Bowling Green, April 22, 1922

The Board of Trustees of the Bowling Green State Normal College met at 2:00 P. M. in its office in the Administration building on the above date. The members present were Pres. J. E. Shatzel, Sec. H. J. Johnston, Treas. E. H. Ganz, and D. C. Brown. Vice-Pres. J. E. Collins was unavoidably absent. Dr. Williams, President of the College was also present.

The minutes of the meeting of March 4, 1922, were read and approved.

The Summer Session Bulletin for 1922 was presented by Dr. Williams which provided for three summer terms each giving six weeks of credit with a registration fee of \$5.00 for each term and a student activity fee of \$1.50, which on motion duly seconded was unanimously approved by the Board.

Dr. Williams reported the collection of fees which he had turned over to the Treasurer as follows:

Student fees for Second Semester.....\$4784.35
To be credited to A-1, Salaries

Sale of junk.....11.50
To be credited to the General Revenue Fund

Dr. Williams presented and read a letter from Robert S. Harsh, State Architect and Engineer, under date of March 14, 1922, which was ordered made a part of the minutes and reads as follows:

STATE OF OHIO

DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS

Leon C. Herrick, Director

COLUMBUS